

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100040025-6

REPORTS INVENTORY

CONTROL NO.

PREPARE IN DUPLICATE

DDP - 85

1. TITLE OF REPORT (If a fill-in report include Form No.)

2. TYPE
OF
REPORT

STATISTICAL

☒ NARRATIVE

MACHINE-NAME LISTING

STATUS REPORT

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

☒ ADMIN. GENERAL

LOGISTICS

SECURITY

OTHER (specify)

MEDICAL

FINANCE

4. NO. OF COPIES PREPARED

4

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Semi-Annual

6. DISTRIBUTION (No. of components not
number of copies)

1

7. FORMAT (memorandum, form
computer print-out, etc)
Memo

8. ADP PROCESSING

☐ YES

IF YES GIVE ADP PROCESSING NO.

☐ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Component Chiefs

10. PREPARING COMPONENT (include lowest level
contributing information to report)Field Stations and Bases of
FE and Eur11. FEEDER REPORTS (State total number and identify by Title,
Form No., or nomenclature. Attach separate sheet if necessary.)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

| GRADE | HOURLY RATE | <input checked="" type="checkbox"/> HOURS PER REPORT | = | COST PER REPORT | <input checked="" type="checkbox"/> TIMES PREPARED | = | COST PER YEAR |
|-------|----------------|---|---|--------------------|---|---|---------------|
| | | | | | | | |

B. COSTS OF COMPUTER PRODUCED REPORTS

| | | | | | |
|--|--|--|--|--|--|
| | | | | | |
|--|--|--|--|--|--|

TOTAL COSTS PER YEAR

\$4,992.00

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN,
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

25X1

Informs Division Chiefs

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

☒ RETAIN AS IS ☐ OTHER (explain)

MAN-HOURS

DOLLARS

CHANGE

FE reports it will discontinue the report

680

\$4,080.00

DISCONTINUE

16. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

October

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